

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. <b>PR-HQ-02-11601/0002</b>	3. EFFECTIVE DATE <b>02/04/03</b>	4. REQUISITION/PURCHASE REQ. NO. <b>PR-HQ-02-11601</b>	5. PROJECT NO. (If applicable)
6. ISSUED BY <b>Environmental Protection Agency</b> <b>Bid and Proposal Room, Ariel Rios Building (3802R)</b> <b>1200 Pennsylvania Avenue, N.W.</b> <b>Washington, DC 20460</b>		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. <b>PR-HQ-02-11601</b>
		✓	9B. DATED (SEE ITEM 11) <b>01/09/03</b>
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)****13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

The purpose of this amendment is to clarify proposal preparation instructions; cost proposal instructions; and to revise other clauses and provisions as per the attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>HELEN CURLEE</b>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 52.243

**AMENDMENTS TO THE SOLICITATION**

1. Block 9 on the SF 33 form has been modified as follows:

Number of Copies: 6  
 Proposal, Date Due: 02/20/03  
 Proposal, Time Due: 01:00 PM

2. Block 10 on the SF 33 form has been modified as follows:

Information, Name: HELEN F. CURLEE  
 Information, Phone Number: (202) 564-6373  
 E-Mail: curlee.helen@epa.gov

3. Block 12 on the SF 33 form has been modified as follows:

Acceptance Period: 90 days

4. The Section F clause entitled "PERIOD OF PERFORMANCE (EP 52.212-140) (APR 1984)" has been modified. The text is as follows:

**The period of performance of this contract shall be from date of award for a period of 12 months, inclusive of all required reports.**

5. The Section H clause entitled "OPTION TO EXTEND THE TERM OF THE CONTRACT--COST-TYPE CONTRACT (EPAAR 1552.217-71) (APR 1984) DEVIATION" has been modified. The text is as follows:

The Government has the option to extend the term of this contract for 4 additional period(s). If more than 60 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 60 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended as follows to cover the Base and Option Periods:

Period	
-----	
Option Period I	<b>End of Base Period for a period of 12 months</b>
Option Period II	<b>End of Option Period I for a period of 12 months</b>
Option Period III	<b>End of Option Period II for a period of 12 months</b>

Option Period IV                      **End of Option Period III for a period of 12 months**

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

<u>Period</u>	<u>Level of Effort (Direct Labor hours)</u>
Option Period I	12,500
Option Period II	12,500
Option Period III	12,500
Option Period IV	12,500

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fees for each option period as follows:

<u>Option Period</u>	<u>Estimated Cost</u>	<u>Fixed Fee</u>	<u>Total</u>
I	_____	_____	_____
II	_____	_____	_____
III	_____	_____	_____
IV	_____	_____	_____

(d) If this contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows:

N/A

6. The Section H clause entitled "KEY PERSONNEL (EPAAR 1552.237-72) (APR 1984)" has been modified. The text is as follows:

(a) The Contractor shall assign to this contract the following key personnel:

**To be named at award**

(b) During the first ninety (90) calendar days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) below. After the initial ninety (90) calendar day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

7. The Section J clause entitled "LIST OF ATTACHMENTS (EP 52.252-100) (APR 1984)" has been modified. The text is as follows:

Number	Attachment Title
-----	-----
1	PAST PERFORMANCE QUESTIONNAIRE
2	CLIENT AUTHORIZATION LETTER
3	MINIMUM STANDARDS FOR COI PLAN
4	INVOICE PREPARATION INSTRUCTIONS
5	SOW
6	Sample Work Assignments
7	<b>COST PROPOSAL INSTRUCTIONS</b>

8. The Section K clause entitled "SMALL BUSINESS PROGRAM REPRESENTATIONS (FAR 52.219-1) (APR 2002)" has been modified. The text is as follows:

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is **541990**.

(2) The small business size standard is **\$6M**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.*

(1) The offeror represents as part of its offer that it [ ] is, [ ] is not a small business concern.

(2) *[Complete only if the offeror represented itself as a small business concern in paragraph (b) (1) of this provision.]* The offeror represents, for general statistical purposes, that it [ ] is, [ ] is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) *[Complete only if the offeror represented itself as a small business concern in paragraph (b) (1) of this provision.]* The offeror represents as part of its offer that it [ ] is, [ ] is not a women-owned small business concern.

(4) *[Complete only if the offeror represented itself as a small business concern in paragraph (b) (1) of this provision.]* The offeror represents as part of its offer that it [ ] is, [ ] is not a veteran-owned small business

concern.

(5) *[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.]* The offeror represents as part of its offer that is [ ] is, [ ] is not a service-disabled veteran-owned small business concern.

(6) *[Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents, as part of its offer, that--

(i) It [ ] is, [ ] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It [ ] is, [ ] is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. *[The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture:\_\_\_\_\_.]* Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) *Definitions.* As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall --

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

9. The Section K clause entitled "GENERAL FINANCIAL AND ORGANIZATIONAL INFORMATION (EPAAR 1552.215-73) (Aug 99)" has been added. The text is as follows:

Offerors or quoters are requested to provide information regarding the following items in sufficient detail to allow a full and complete business evaluation. If the question indicated is not applicable or the answer is none, it should be annotated. If the offeror has previously submitted the information, it should certify the validity of that data currently on file at EPA and to whom and where it was submitted or update all outdated information on file.

(a) Contractor's Name:-----

(b) Address (If financial records are maintained at some other location,

show the address of the place where the records are kept):

-----  
-----

(c) Telephone Number:-----

(d) Individual(s) to contact re this proposal:-----  
-----

(e) Cognizant Government:

Audit **Agency**:-----  
Address:-----  
Auditor:-----

(f) (1) Work Distribution for the Last Completed Fiscal Accounting Period:

Sales:

Government cost-reimbursement type prime contracts and subcontracts .....	\$	_____
Government fixed-price prime contracts and subcontracts ...	\$	_____
Commercial Sales.....	\$	_____
Total Sales.....	\$	_____

(2) Total Sales for first and second fiscal years immediately preceding last completed fiscal year.

Total Sales for First Preceding Fiscal Year.....	\$	_____
Total Sales for Second Preceding Fiscal Year.....	\$	_____

(g) Is company a separate rate entity or division?..

Yes \_\_\_\_\_  
No \_\_\_\_\_

If a division or subsidiary corporation, name parent company:

-----

(h) Date Company Organized:-----

(i) Manpower:

Total Employees:-----

Direct:-----

Indirect:-----

Standard Work Week (Hours):-----

(j) Commercial Products:-----

(k) Attach a current organizational chart of the company.

(l) Description of Contractor's system of estimating and accumulating costs under Government contracts. (Check appropriate blocks.)

	Estimated/ actual cost	Standard cost
-----		
Estimating System:		
Job Order.....	_____	_____
Process.....	_____	_____
-----		
Accumulating System:		
Job Order.....	_____	_____
Process.....	_____	_____
-----		

Has your cost estimating system been approved by any Government **agency**?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give name, date or approval, and location of **agency**:

-----  
-----

Has your cost accumulation system been approved by any Government **agency**?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give name, date of approval, and address of **agency**:

-----  
-----

(m) What is your fiscal year period? (Give month-to-month dates):

-----  
-----

What were the indirect cost rates for your last completed fiscal year?

Fiscal year	Indirect cost rate	Basis of allocation
-----		
Fringe Benefits.....	_____	_____
Overhead.....	_____	_____
G&A Expense.....	_____	_____
Other.....	_____	_____
-----		

(n) Have the proposed indirect cost rate(s) been evaluated and accepted by any Government **agency**?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give name, date of approval, and location of the Government **agency**:



-----  
 Date of last preaward audit review by a Government **agency**:  
 -----

If the answer is no, data supporting the proposed rates must accompany the cost or price proposal. A breakdown of the items comprising overhead and G&A must be furnished.

(o) Cost estimating is performed by:

Accounting Department-----

Contracting Department-----

Other (describe)-----

(p) Has system of control of Government property been approved by a Government **agency**?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give name, date of approval, and location of the Government **agency**:  
 -----  
 -----

(q) Purchasing System: FAR 44.302 requires EPA, where it is the cognizant Government **agency**, to conduct a Contractor Purchasing System Review for each contractor whose sales to the Government, using other than sealed bid procedures, are expected to exceed \$25 million (annual billings) during the next twelve months. The \$25 million sales threshold is comprised of prime contracts, subcontractors under Government prime contracts, and modifications (except when the negotiated price is based on established catalog or market prices or is set by law or regulation). Has your purchasing system been approved by a Government **agency**?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name and location of the Government **agency**:  
 -----

Period of Approval:-----

If no, do you estimate that your negotiated sales to the Government during the next twelve months will meet the \$25 million threshold?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you responded yes to the \$25 million threshold question, is EPA the cognizant **agency** for your organization based on the preponderance of Government contract dollars?

Yes \_\_\_\_\_ No \_\_\_\_\_

If EPA is not your cognizant Government **agency**, provide the name and location of the cognizant **agency** \_\_\_\_\_

-----

Are your purchasing policies and procedures written?

Yes \_\_\_\_\_ No \_\_\_\_\_

(r) Does your firm have an established written incentive compensation or bonus plan?

Yes \_\_\_\_\_ No \_\_\_\_\_

(s) Additionally, offerors shall submit current financial statements, including a Balance Sheet, Statement of Income (Loss), and Cash Flow for the last two completed fiscal years. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).

10. The Section L clause entitled "SERVICE OF PROTEST (FAR 52.233-2) (AUG 1996) DEVIATION" has been modified. The text is as follows:

(a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgement of receipt from:

**Helen Curlee**

Hand-Carried Address:

Environmental Protection Agency  
1300 Pennsylvania Avenue, N.W.  
Washington, DC, DC 20004

Mailing Address:

Environmental Protection Agency  
1200 Pennsylvania Avenue, N.W.  
Washington, DC 20460

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

11. The Section L clause entitled "INSTRUCTIONS FOR PREPARATION OF PROPOSAL" has been modified. The text is as follows:

## INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL PROPOSALS

## **TECHNICAL PROPOSAL**

Offerors shall submit the written portion of the technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the written and oral portions of the technical proposal.

You are advised to closely read the technical proposal instructions and the evaluation criteria before preparing a technical proposal for both written and oral responses. The technical proposal consists of two parts: (a) Written proposals (Factors I and II) and (b) Oral presentations (Factors I and II). See paragraphs I through II for the evaluation criteria assigned to each part. Past Performance information submitted by each offeror will be used to evaluate each offeror's past performance. The Government may use additional references if necessary.

### **I. WRITTEN PROPOSAL**

Written proposals consist of four sections: 1) Program Management and Qualifications for the Contract SOW, 2) Technical Ability for the Contract SOW, 3) Past Performance, and 4) Small Disadvantaged Business Participation. Each of these sections is linked to the corresponding evaluation criteria detailed in the Technical Evaluation Factors of this RFP, Section M.2.

#### **A. General Instructions**

\_\_\_\_\_ Technical proposals shall be prepared using the following guidance:

**1. Length** - The maximum length of the technical proposal shall be limited to 30 typewritten pages on 8 1/2 x 11" paper (each typewritten side of the paper is considered a "page"), using no less than 10 point character size and no less than an *average* of 3/4" all around for margins. The following items are *excluded* from the above stated page limitation: letters of transmittal, cover page, table-of-contents, dividers, briefing charts to be used in the oral presentation, Past Performance Questionnaires, Representations and Certifications in response to Section K of the Solicitation, Conflict of Interest Plan, Small Disadvantaged Business Participation, and Resumes. Please note that Resumes shall be limited to 2 pages per individual. Foldout pages are considered in the total number of 8-1/2 by 11 inch pages or fractions thereof that they fit. Offerors shall be specific, succinct, clear and concise in writing the proposal. Offerors shall adhere to the page limitation specified. **Offerors are advised that pages submitted over the page limitation will not be evaluated by the Government.**

**2. Organization** - Offerors are advised to supply all information in the sequence and format specified below. The Offeror's proposal and supporting documentation must

provide sufficient basis for a thorough evaluation. It is suggested that the technical proposal be placed in a binder with dividers clearly indicating the following sections:

- Photocopies of Briefing Charts used during Oral Presentation (Factors I and II; see Section II E.2 below);
- Program Management and Qualifications (Factor I for both the written and oral presentation)
- Technical Ability (Factor II for both the written and oral presentation)
- Past Performance (Factor III)
- Responses to Section K, Certifications, Representations, and Other Statements of Offerors
- Conflict of Interest Plan identified in section “L” of the solicitation
- Small Disadvantaged Business Participation

**3. Charts** - Offerors are encouraged to use, whenever appropriate, quantitative and graphical methods to portray facts whenever possible through the use of charts, lists, matrices, diagrams, tabulations, etc.

**4. Prohibitions of Cost Data** - All costs or pricing details must be omitted from both written and oral portions of the technical proposal.

**5. Exceptions** - Any exceptions or conditional assumptions taken with respect to the requirements of this RFP shall be fully explained. Please note, however, that exceptions or deviations may render your proposal ineligible for an award without discussions.

## **B. Required Sections of the Written Proposals**

\_\_\_\_\_The written proposal will consist of:

1. Program Management and Qualifications for the Contract SOW (Factor I paragraph A). Specifically, that portion of the factor that deals with the offeror’s ability to plan, organize, staff, administer, manage, coordinate, monitor, conduct quality assurance and control, and communicate the contract activities as described in the Contract SOW.

2. Technical Ability for the Contract SOW (Factor II). Specifically, that portion of the factor that deals with the offeror’s understanding and ability to perform all the tasks identified in the Contract SOW; including knowledge of RCRA programs and regulations.

3. Past Performance (Criterion III).

***NOTE: Offerors are advised that there are access controls in place for persons and packages***

*(i.e., proposals) that are hand-carried to the Ronald Reagan Building. Couriers must have a photo I.D. to enter the building and any boxes/packages/letters, etc, must be small enough to be scanned by a system similar to one used in airport security. Offerors are advised to submit their proposal packages allowing for this extra time. Difficulty in delivery will not be considered sufficient reason in and of itself to allow for acceptance of late proposals. Additionally, offerors are advised to add sufficient time for mailing documents as all packages/letters mailed to the Ronald Reagan Building are chemically treated to ensure that they are not contaminated with Anthrax. This may cause delay in delivery and will not be sufficient reason in and of itself to allow for acceptance of late proposals.*

### **C. Submittals**

\_\_\_\_\_ 1) Offerors shall submit one hard-copy of all documents clearly marked "ORIGINAL" and six (6) hard-copies of all documents, clearly marked "COPY 1", "COPY 2", etc...

2) Offerors shall submit two (2) CDs with each CD containing one complete set of documents.

## **II. ORAL PRESENTATIONS**

The oral presentation will comply with the requirements of Paragraph E, "presentation format" and will address the following evaluation criteria:

### **A. ORAL PROPOSALS:**

1. Program Management and Qualifications (Factor I paragraph B) and Technical Ability (Factor II paragraph A) for the Contract SOW);
2. Program Management and Qualifications and Technical Ability (Factors I and II for the Two (2) Sample Work Assignments (SWAs); and
3. Five (5) Pop Quiz Questions (Factor II).

### **B. Schedule for Presentations**

Presentations will be scheduled with offerors as soon as possible after the closing date for receipt of proposals. It is anticipated that oral presentations will begin approximately March 3, 2003 and will be completed by March 21, 2003. The order in which offerors will make their presentations to the Government will be randomly determined by the Contracting Officer after receipt of written proposals. The presentations will be scheduled as closely together as possible.

Once notified of their scheduled presentation date and time, offerors shall complete their presentations on the scheduled date and time.

Requests from offerors to reschedule their presentations will not be entertained and no rescheduling of presentations will be done unless determined necessary by the Government to resolve unanticipated problems or delays encountered in the presentation process.

### **C. Place/Time for Presentations**

Presentations shall be performed in person at EPA offices in the Washington, D.C. Metropolitan area. Oral presentations shall be conducted in accordance with the following schedule:

- 8:30am - 9:00am – Offerors present their Program Management and Qualifications (Factor I, paragraph B) and Technical Abilities (Factor II, paragraph A) for fulfilling the tasks of the Contract Statement of Work
- 9:00am - 9:15am – 15 minute break
- 9:15am - 11:15am – Offerors present their responses to Sample Work Assignments #1 and #2 (Factor II paragraph A)
- 11:15 am - 11:30pm – 15 minute break
- 11:30pm - 11:45pm – EPA requests clarification or elaboration of points in presentations, and offeror's responses
- 11:45pm - 12:00 pm – Break
- 12:00pm - 1:00pm – 60 minute to prepare responses to pop quiz questions
- 1:00pm - 1:15pm – 15 minute break
- 1:15pm - 2:15pm – Offerors respond to pop quiz questions
- 2:15pm - 2:30pm – Break
- 2:30pm - 2:45pm – EPA requests for clarification or elaboration of points in offerors answers to pop quiz questions

#### **D. Form of the Presentation**

Presentations will be video taped by the Government. An offeror will be provided a copy of its own videotaped presentation if requested. Submission of videotapes or other forms of media containing the presentation is not authorized and such technical proposals shall be rejected.

#### **E. Presentation Format**

1. Presentations shall be made by *proposed key personnel only*, as determined by the offeror. Key personnel to be used during the oral presentations shall be selected from proposed key personnel identified in the proposal and the key personnel clause of the solicitation by the offeror. Offerors will make their presentations to the EPA technical team identified for this solicitation. The presentations must be complete, concise, clear and specific, and illustrate the offeror's ability to support all aspects of the SOW with consistently high quality and timely performance of work.

2. Offerors shall demonstrate their technical knowledge and understanding of the statement of work by presenting their approach to the SWAs (Attachment 6). Offerors will be given a total of 2 hours to make their presentation on the SWAs. EPA will provide an overhead projector for transparencies for briefing charts, which are limited to 20 charts for the entire 2 hour presentation. The offeror may present the briefing through the use of multimedia (e.g., presentation software on a laptop). Each offeror shall supply its own projector/ computer. Offerors will also be allowed to write on a flip chart during the presentation to illustrate their points. EPA will provide the flip chart, paper tablet, and black pen marker. Note to offerors: charts used become part of the documentation and will remain with the Government.

The offerors shall provide a copy of the briefing charts with the written technical proposal. The briefing charts submitted with the proposal must be photocopies of the view charts used during the videotaping. Any substitution of charts will result in a score of inadequate for the presentation.

Offerors are responsible for providing a person to flip the view graph charts, if it will not be done by the briefer. The presenters may use name plates or name tags to identify themselves, if desired.

3. Following the 2 hour presentation for the sample work assignments, offerors will be given a 15 minute break. Following the break, the Government may request clarification (see paragraph #4 below). Following the clarification period, offerors will be given five technical "pop quiz" questions and allowed 60 minutes to prepare their oral responses. During this preparation time, offerors may use additional blank view graphs to illustrate their responses to the five questions. Offerors will be given 60 minutes to present their oral responses to the five questions, which are all of equal importance. Offerors may bring written reference materials to assist in

preparing responses, however the use of computers and telephones in any manner is prohibited during the preparation period. Offerors will be allowed to write on blank view graphs during the "pop quiz" section of the presentation to illustrate their points. Offerors shall provide their own blank view graphs and markers. After the response to the "pop quiz" questions, offerors will be given a 15 minute break. Following the break, the Government may request clarification (see paragraph #4 below).

4. Following each of the presentations, the Government may request clarification of any points addressed in the oral presentations which are unclear, and may ask for elaboration by the offeror on any point which was not adequately supported. Any such interchange between the offeror and the Government will be for clarification only, and will not constitute discussions within the meaning of FAR 15.610. The time required for such clarifications will not be deducted from each presentation period. The Government intends to award without discussions. If the Government determines that discussions and final proposal revisions are necessary, the offeror will not be permitted any revisions to the oral presentation or to the answers given by the offeror's team during the question and answer sessions in writing or otherwise, for factors I and II (SWAs and pop quiz questions).

5. NO COST OR PRICING information shall be included in the presentation.

12. The Section L clause entitled "SUBCONTRACTING GOALS FOR UTILIZATION OF SMALL BUSINESS, SMALL DISADVANTAGED BUSINESS, WOMEN-OWNED BUSINESS, HUBZONE AND SERVICE DISABLED VETERAN CONCERNS" has been added. The text is as follows:

The EPA recommends the following subcontracting goals for this procurement:

Small Business Concerns	50%
Small Disadvantaged Business Concerns	20%
Woman-owned Business Concerns	6%
Hubzones	3%
Service Disabled Veteran concerns	3%

13. The Section M clause entitled "SMALL DISADVANTAGED BUSINESS PARTICIPATION EVALUATION FACTOR (EP 52.219-155) (FEB 2000)" has been added. The text is as follows:

Under this factor (or subfactor, if appropriate), offerors will be evaluated based on the demonstrated extent of participation of small disadvantaged business (SDB) concerns in the performance of the contract in each of the authorized and applicable Standard Industrial Classification (SIC)/North American Industry Classification System (NAICS) Major Groups as determined by the Department of Commerce. As part of this evaluation, offerors will be evaluated based on:

- (1) The extent to which SDB concerns are specifically identified to



participate in the performance of the contract;

(2) The extent of the commitment to use SDB concerns in the performance of the contract (enforceable commitments will be weighed more heavily than nonenforceable commitments);

(3) The complexity and variety of the work the SDB concerns are to perform under the contract;

(4) The realism of the proposal to use SDB concerns in the performance of the contract; and

(5) The extent of participation of SDB concerns, at the prime contractor and subcontractor level, in the performance of the contract (in the authorized and applicable SIC/NAICS Major Groups) in terms of dollars and percentages of the total contract value.

14. The attachment entitled "COST PROPOSAL INSTRUCTIONS" has been added. The text is as follows:

## **COST PROPOSAL INSTRUCTIONS**

### **EMRAD RISK ASSESSMENT SUPPORT CONTRACT**

**RFP # PR-HQ-02-11601**

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**EXHIBIT - A Cost Proposal Model**

## **COST PROPOSAL INSTRUCTIONS**

### **EMRAD RISK ASSESSMENT SUPPORT CONTRACT**

The period of performance for this contract includes a one-year base period and four one-year optional periods. In addition, the contract will contain options to increase quantities during each year of the contract.

Your cost proposal shall be specific, complete in every detail, and separate from your technical proposal. In addition to a hard copy of the information, to expedite review of your proposal, you are requested to submit a computer disk containing the cost schedules requested below, if this information is available using a commercial spreadsheet program on a personal computer. Please indicate the software program used to create this information. Offerors should include the formulas and factors used in calculating the financial data on the disk as well as the basic financial information. Although submission of the computer disk will expedite review, failure to submit the disk will not affect consideration of your proposal.

I. GENERAL - The offeror shall provide the following information (Items 1 - 7) on the first page of the cost proposal:

- (1) Solicitation number;
- (2) Name and address of offeror;
- (3) Name and telephone number of point of contact;
- (4) Proposed cost, fee and total;
- (5) The following statement:  
     "This proposal is submitted in response to the solicitation in Item 1. By submitting this proposal, the offeror grants the contracting officer or an authorized representative the right to examine, at any time before award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted.";
- (6) Date of submission;
- (7) Name, title and signature of authorized representative

A. Clearly identify separate cost data associated with the basic quantity, any options to extend the term of the contract, and options for the Government to order incremental quantities.

1. Provide the above cost detailed breakdown of cost on spreadsheets (cost schedules) as follows:

**PLEASE NOTE: The cost proposal model provided as EXHIBIT - A may be used, however, offerors should tailor the model to their own normal accounting practices.**

- a. A Total Contract Summary Proposal including:
    - i. Total Contract - Total Basic Quantities for all periods
    - ii. Total Contract - Total Optional Quantities for all periods
    - iii. Total Contract - Total Basic Quantities for all periods + Total Optional Quantities for all periods
  - b. A Total Base Period Summary Proposal including:
    - i. Base Period - Basic Quantity
    - ii. Base Period - One Option Quantity
    - iii. Base Period - Total Optional Quantities
    - iv. Base Period - Basic Quantity + Total Optional Quantities
  - c. A Total Option Period I Summary Proposal including:
    - i. Option Period I - Basic Quantity
    - b. Option Period I - One Option Quantity
    - iii. Option Period I - Total Optional Quantities
    - iv. Option Period I - Basic Quantity + Total Optional Quantities
  - d. A Total Option Period II Summary Proposal including:
    - i. Option Period II - Basic Quantity
    - ii. Option Period II - One Option Quantity
    - iii. Option Period II- Total Optional Quantities
    - iv. Option Period II - Basic Quantity + Total Optional Quantities
  - e. A Total Option Period III Summary Proposal including:
    - i. Option Period III - Basic Quantity
    - ii. Option Period III - One Option Quantity
    - iii. Option Period III - Total Optional Quantities
    - iv. Option Period III - Basic Quantity + Total Optional Quantities
  - f. A Total Option Period IV Summary Proposal including:
    - i. Option Period IV - Basic Quantity
    - ii. Option Period IV - One Option Quantity
    - iii. Option Period IV - Total Optional Quantities
    - iv. Option Period IV - Basic Quantity + Total Optional Quantities
2. In accordance with FAR 15.403-3(a), provide information sufficient to support the Government's cost realism analysis of your cost proposal.

3. Submit a current financial statement, including a balance sheet and a statement of profit and loss for the last completed fiscal year. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).
4. If other divisions, subsidiaries, a parent or affiliated companies will perform work or furnish materials under this proposed contract, please provide the name and location of such affiliates and your intercompany pricing policy. Separately identify costs and supporting data for each such entity proposed.
5. Whenever subcontractor effort is included in the proposed costs, the prime contractor shall include an additional supporting cost summary consolidating all costs (both contractor and subcontractor) by element for each contract period.
6. The offeror shall propose, for all optional quantities (increments), the same direct and indirect rates proposed in the offeror's cost proposal for the corresponding base and option periods. (i.e., If a labor rate of \$2 is proposed for Associate in Year One, then a rate of \$2 must be proposed for the optional quantities (increments) in Year One).

## II. DIRECT LABOR

- A. The direct labor hours (level-of-effort (LOE)) appearing below are for professional labor only. These hours do not include management at a level higher than the project management or clerical support staff. If it is your normal practice to charge these types of personnel as a direct cost, your proposal must include them along with an estimate of the directly chargeable man-hours for these personnel. If this type of effort is normally included in your indirect cost allocations, no estimate is required. However, direct charging of indirect costs on any resulting contract will not be allowed.
- B. For the purpose of evaluation, offerors are required to purpose the following LOE hours. The offeror's cost proposal shall provide the distribution of LOE by professional levels in accordance with the contract Statement of Work and the Offeror's Technical Proposal.
  1. BASIC QUANTITIES:

<u>Period</u>	<u>Total</u>
Base Period	12,500
Option Period I	12,500
Option Period II	12,500
Option Period III	12,500
Option Period III	12,500

The anticipated percentage of the total hours required for each statement of work task is provided in the table below:

	Base Year	Option Year I	Option Year II	Option Year III	Option Year IV
Task 1	20%	20%	20%	20%	20%
Task 2	5%	5%	5%	5%	5%
Task 3	20%	20%	20%	20%	20%
Task 4	20%	20%	20%	20%	20%
Task 5	20%	20%	20%	20%	20%
Task 6	10%	10%	10%	10%	10%
Task 7	5%	5%	5%	5%	5%

The above values represent the Government's estimate of labor mix distribution and do not guarantee the actual distribution levels that will be experienced during contract performance.

## 2. OPTIONAL QUANTITIES:

- a. The Government may issue a maximum of 5 orders of 5,000 direct labor hours to increase the LOE during the contract's base period; a maximum of 5 order of 5,000 direct labor hours to increase the LOE during the contract's Option Period I; a maximum of 5 order of 5,000 direct labor hours to increase the LOE during the contract's Option Period II; a maximum of 5 order of 5,000 direct labor hours to increase the LOE during the contract's Option Period III and; a maximum of 5 order of 5,000 direct labor hours to increase the LOE during the contract's Option Period IV.

For evaluation purposes, offerors are required to propose the following LOE hours for each period:

Period	Total Option Quantities
Base Period	25,000
Option Period I	25,000
Option Period II	25,000
Option Period III	25,000
Option Period IV	25,000

The anticipated percentage of option quantity hours required for each statement of work task is provided in the table below:

	Base Year	Option Year I	Option Year II	Option Year III	Option Year IV
Task 1	20%	20%	20%	20%	20%
Task 2	5%	5%	5%	5%	5%
Task 3	20%	20%	20%	20%	20%
Task 4	20%	20%	20%	20%	20%
Task 5	20%	20%	20%	20%	20%
Task 6	10%	10%	10%	10%	10%
Task 7	5%	5%	5%	5%	5%

- b. The above values represent the Government's estimate of labor mix distribution and do not guarantee the actual distribution levels that will be experienced during contract performance.
- C. Offerors shall use the same personnel identified in their oral technical presentation in preparing their cost proposals.
- D. Attach support schedules indicating types or categories of labor, together with labor hours for each category and rate of compensation. Indicate the method used in computing the labor rate. If individual labor rates are proposed, give employee names. All management and support (such as clerical, corporate and day-to-day management) hours and costs proposed to be a direct charge, in accordance with your normal accounting treatment, are to be shown separately from that of the technical effort.
- E. When identifying individuals assigned to the project, specify in which of the professional categories the individual belongs. If your company proposes an average rate for a company classification, identify the professional level within which each company category falls. Note: You will identify the labor category title you use within your firm (for example, if the individual's title is "Environmental Specialist II," you will use that title to identify them in your labor breakdown).
- F. The direct labor hour mix and personnel proposed as part of the cost proposal shall be the same as proposed in the technical proposal.
- G. Indicate whether current rates or escalated rates are used. If escalation is included, state the

degree (percent) and methodology. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date). The offeror shall include the date of the payroll from which hourly rates were obtained.

- H. State whether any additional direct labor (new hires) will be required during the performance period of this acquisition. If so, state the number required.
- I. With respect to educational institutions, include the following information for those professional staff members whose salary is expected to be covered by a stipulated salary support agreement pursuant to OMB Circular A-21.
1. Individual's name;
  2. Annual salary and the period for which the salary is applicable;
  3. List of other research projects or proposals for which salary is allocated, and the proportionate time charged to each; and
  4. Other duties, such as teaching assignments, administrative assignments, and other institutional activities. Show the proportionate time charged to each. (Show proportionate time charged as a percentage of 100% of time for the entire academic year, exclusive of vacation or sabbatical leave.)

### III. OTHER DIRECT COSTS

A. Except as noted below in paragraph (E), for evaluation purposes, offerors are required to propose the following other direct costs for the basic quantity of the base period and each option period to extend the term of the contract.

#### 1. BASE QUANTITIES

<u>Period</u>	<u>Travel</u>	<u>Misc. ODCs*</u>	<u>Total ODCs</u>
Base Period	\$5,000	\$10,000	\$15,000
Option Period I	\$5,250	\$10,500	\$15,750
Option Period II	\$5,512	\$11,025	\$16,537
Option Period III	\$5,788	\$11,576	\$17,364
Option Period IV	\$6,077	\$12,155	\$18,232



## 2. TOTAL OPTIONAL QUANTITIES

<u>Period</u>	<u>Travel</u>	<u>Misc. ODCs*</u>	<u>Total ODCs</u>
Base Period	\$10,000	\$20,000	\$30,000
Option Period I	\$10,500	\$21,000	\$31,500
Option Period II	\$11,025	\$22,050	\$33,075
Option Period III	\$11,576	\$23,152	\$34,728
Option Period IV	\$12,155	\$24,310	\$36,465

\* Miscellaneous Other Direct Costs may include:

Computer/Word Processing  
 Telephone  
 Postage/Courier  
 Photocopying  
 Graphics  
 Equipment  
 Supplies  
 Exhibit Space Rental  
 Sampling and Analysis

- B. Identify the major other direct cost items that would be a direct charge under your accounting system on any resulting contract.
- C. If the solicitation specifies the amount of other direct costs, this amount is exclusive of any applicable indirect cost and fee.
- D. Equipment (not including special equipment)
  1. EPA does not anticipate furnishing any equipment to the Contractor under this procurement except under unusual circumstances, for example, see paragraph (F) below.
  2. Identify existing Government-owned property in the possession of the offeror which the offeror proposes to be used in the performance of the contract, and the Government agency which has cognizance over the property.
- E. Facilities and special equipment, including tooling.
  1. If special purpose facilities or equipment is being proposed, provide a description of these items, details of the proposed costs including competitive prices, and a justification as to why the Government should furnish the equipment or allow its purchase with contract funds.

## IV. CONSULTANT SERVICES

Identify the contemplated consultants. State the amount of service estimated to be required and the consultant's quoted burdened daily or hourly rate.

## V. SUBCONTRACTS

When the cost of a subcontract is substantial (10 percent of the prime contractor's estimated contract value or \$10,000, whichever is less), include details of subcontract costs in the same format as the prime contractor's costs. Include a cost or price analysis of the subcontract costs.

## VI. INDIRECT COSTS (overhead, general and administrative expenses).

- A. Unless your proposed indirect rate(s) have recently been accepted by a contracting agency of the Government, provide the following detailed supporting computations:
  - i. Include historical or budgeted data. Indicate whether your computations are based upon historical or projected data.
  - Additionally, provide the actual indirect rates for the past five years including the indirect rates proposed, the actual indirect rates experienced and, if available, the final negotiated rates. For each rate, provide the total dollar amount for pool expenses (the numerator) and total allocation base costs (the denominator), and the number of unallowable costs included in the historical data.
- B. If your rates have been recently approved, include a copy of the agreement. If the agreement does not cover the projected performance period of the proposed effort, provide the rationale and any estimated rate calculations for the proposed performance period.
- C. Offerors who propose indirect rates for new or substantially reorganized cost centers should consider offering to accept ceilings on the indirect rates at the proposed rates. Similarly, offerors whose subcontractors propose indirect rates for new or substantially reorganized cost centers should likewise consider offering to accept ceilings on the subcontractors' indirect rates at the proposed rates.

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**Note: The Government reserves the right to adjust an offeror's or its subcontractors' estimated indirect costs for evaluation purposes based on the Agency's judgement of the most probable costs up to the amount of any stated ceiling.**

- D. The offeror shall furnish the name and address of the Government agency and the name of the reviewing official if their rates have been recently accepted by a Government agency.

**PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING PRACTICES**

**EXHIBIT A  
COST PROPOSAL MODEL**

**EMRAD RISK ASSESSMENT SUPPORT CONTRACT**

**TOTAL CONTRACT SUMMARY**

<u>COST ELEMENT</u>	<u>RATE</u>	<u>BASIC QUANTITY</u>		<u>TOTAL OPTIONAL QTIES</u>		<u>TOTAL</u>	
		<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>
A - DIRECT LABOR: Professional Category/Discipline Professional Category/Discipline Professional Category/Discipline  1. Total Professional LOE 2. Total Clerical Hours (if applicable)  TOTAL - Direct Labor							
B - FRINGE: (if applicable) ____% of Total Direct Labor Costs							
C - LABOR OVERHEAD: (if applicable) ____% of Total Direct Labor Costs  TOTAL - Fringe & Overhead							
D - OTHER DIRECT COSTS:							
E - TEAM SUBCONTRACTORS 1. 2. 3.  TOTAL - Team Subcontractor Cost							
F - SUBTOTAL - Estimated Cost without G&A							
G- G&A EXPENSE: ____% of Total Cost (if applicable)							
H- TOTAL - Estimated Cost							
I - FIXED FEE: ____% of Total Costs							
J - TOTAL - Estimated Cost and Fixed Fee							

**PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING PRACTICES**

**EXHIBIT A  
COST PROPOSAL MODEL**

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**EMRAD RISK ASSESSMENT SUPPORT CONTRACT**

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**BASE PERIOD SUMMARY (Year 1 of Contract)**

<u>COST ELEMENT</u>	<u>RATE</u>	<u>BASIC QUANTITY</u>		<u>ONE OPTIONAL QTY</u>		<u>TOTAL OPTIONAL QTIES</u>		<u>TOTAL **</u>	
		<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>
A - DIRECT LABOR:									
Professional Category/Discipline									
Professional Category/Discipline									
Professional Category/Discipline									
1. Total Professional LOE									
2. Total Clerical Hours (if applicable)									
TOTAL - Direct Labor									
B - FRINGE: (if applicable)									
____% (Identify Base)									
C - LABOR OVERHEAD: (if applicable)									
____% (Identify Base)									
TOTAL - Fringe & Overhead									
D - OTHER DIRECT COSTS:									
E - TEAM SUBCONTRACTORS									
1.									
2.									
3.									
TOTAL - Team Subcontractor Cost									
F - SUBTOTAL - Estimated Cost without G&A									
G- G&A EXPENSE: ____% (Identify Base) (if applicable)									
H- TOTAL - Estimated Cost									
I - FIXED FEE: ____% of Total Costs									
J - TOTAL - Estimated Cost and Fixed Fee									

**PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING PRACTICES**

**EXHIBIT A  
COST PROPOSAL MODEL**

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**EMRAD RISK ASSESSMENT SUPPORT CONTRACT**

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**OPTION PERIOD I SUMMARY (Year 2 of Contract)**

<u>COST ELEMENT</u>	<u>RATE</u>	<u>BASIC QUANTITY</u>		<u>ONE</u> <u>OPTIONAL QTY</u>		<u>TOTAL</u> <u>OPTIONAL QTIES</u>		<u>TOTAL</u> <u>**</u>	
		<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>
A - DIRECT LABOR:									
Professional Category/Discipline									
Professional Category/Discipline									
Professional Category/Discipline									
1. Total Professional LOE									
2. Total Clerical Hours (if applicable)									
TOTAL - Direct Labor									
B - FRINGE: (if applicable)									
____% (Identify Base)									
C - LABOR OVERHEAD: (if applicable)									
____% (Identify Base)									
TOTAL - Fringe & Overhead									
D - OTHER DIRECT COSTS:									
E - TEAM SUBCONTRACTORS									
1.									
2.									
3.									
TOTAL - Team Subcontractor Cost									
F - SUBTOTAL - Estimated Cost without G&A									
G- G&A EXPENSE: ____% (Identify Base) (if applicable)									
H- TOTAL - Estimated Cost									
I - FIXED FEE: ____% of Total Costs									
J - TOTAL - Estimated Cost and Fixed Fee									

**PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING PRACTICES**

**EXHIBIT A  
COST PROPOSAL MODEL**

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**EMRAD RISK ASSESSMENT SUPPORT CONTRACT**

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**OPTION PERIOD II SUMMARY (Year 3 of Contract)**

<u>COST ELEMENT</u>	<u>RATE</u>	<u>BASIC QUANTITY</u>		<u>ONE</u> <u>OPTIONAL QTY</u>		<u>TOTAL</u> <u>OPTIONAL QTIES</u>		<u>TOTAL</u> <u>**</u>	
		<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>
A - DIRECT LABOR:									
Professional Category/Discipline									
Professional Category/Discipline									
Professional Category/Discipline									
1. Total Professional LOE									
2. Total Clerical Hours (if applicable)									
TOTAL - Direct Labor									
B - FRINGE: (if applicable)									
___% (Identify Base)									
C - LABOR OVERHEAD: (if applicable)									
___% (Identify Base)									
TOTAL - Fringe & Overhead									
D - OTHER DIRECT COSTS:									
E - TEAM SUBCONTRACTORS									
1.									
2.									
3.									
TOTAL - Team Subcontractor Cost									
F - SUBTOTAL - Estimated Cost without G&A									
G- G&A EXPENSE: ___% (Identify Base) (if applicable)									
H- TOTAL - Estimated Cost									
I - FIXED FEE: ___% of Total Costs									
J - TOTAL - Estimated Cost and Fixed Fee									

**PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING PRACTICES**

**EXHIBIT A  
COST PROPOSAL MODEL**

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**EMRAD RISK ASSESSMENT SUPPORT CONTRACT**

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**OPTION PERIOD III SUMMARY (Year 4 of Contract)**

<u>COST ELEMENT</u>	<u>RATE</u>	<u>BASIC QUANTITY</u>		<u>ONE</u> <u>OPTIONAL QTY</u>		<u>TOTAL</u> <u>OPTIONAL QTIES</u>		<u>TOTAL</u> <u>**</u>	
		<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>
A - DIRECT LABOR:									
Professional Category/Discipline									
Professional Category/Discipline									
Professional Category/Discipline									
1. Total Professional LOE									
2. Total Clerical Hours (if applicable)									
TOTAL - Direct Labor									
B - FRINGE: (if applicable)									
____% (Identify Base)									
C - LABOR OVERHEAD: (if applicable)									
____% (Identify Base)									
TOTAL - Fringe & Overhead									
D - OTHER DIRECT COSTS:									
E - TEAM SUBCONTRACTORS									
1.									
2.									
3.									
TOTAL - Team Subcontractor Cost									
F - SUBTOTAL - Estimated Cost without G&A									
G- G&A EXPENSE: ____% (Identify Base) (if applicable)									
H- TOTAL - Estimated Cost									
I - FIXED FEE: ____% of Total Costs									
J - TOTAL - Estimated Cost and Fixed Fee									

**PLEASE NOTE: THIS COST PROPOSAL MODEL SHOULD BE TAILORED TO YOUR NORMAL ACCOUNTING PRACTICES**

**EXHIBIT A  
COST PROPOSAL MODEL**

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**EMRAD RISK ASSESSMENT SUPPORT CONTRACT**

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**OPTION PERIOD IV SUMMARY (Year 5 of Contract)**

<u>COST ELEMENT</u>	<u>RATE</u>	<u>BASIC QUANTITY</u>		<u>ONE OPTIONAL QTY</u>		<u>TOTAL OPTIONAL QTIES</u>		<u>TOTAL **</u>	
		<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>	<u>HOURS</u>	<u>COST</u>
A - DIRECT LABOR:									
Professional Category/Discipline									
Professional Category/Discipline									
Professional Category/Discipline									
1. Total Professional LOE									
2. Total Clerical Hours (if applicable)									
TOTAL - Direct Labor									
B - FRINGE: (if applicable)									
___% (Identify Base)									
C - LABOR OVERHEAD: (if applicable)									
___% (Identify Base)									
TOTAL - Fringe & Overhead									
D - OTHER DIRECT COSTS:									
E - TEAM SUBCONTRACTORS									
1.									
2.									
3.									
TOTAL - Team Subcontractor Cost									
F - SUBTOTAL - Estimated Cost without G&A									
G- G&A EXPENSE: ___% (Identify Base) (if applicable)									
H- TOTAL - Estimated Cost									
I - FIXED FEE: ___% of Total Costs									
J - TOTAL - Estimated Cost and Fixed Fee									